



**MontCAS**  
**Montana Comprehensive Assessment System**  
**January 2012 Special Edition**

**2011-2012 Statewide Assessment Schedule**

January 27, 2012	English Language Proficiency Assessment – WIDA Last day of testing window
February 2, 2012	English Language Proficiency Assessment – WIDA Deadline for shipping materials to Metritech
February 8 – March 23, 2012	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science. The first week of this window is intended for training and the preparation of materials.
February 29 – March 23, 2012	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.
April 24 – May 8, 2012	ACT Plus Writing Implementation Pilot April 24: Initial Pilot Test Day May 8: Makeup Test Day April 24 – May 8: Accommodated Testing Window

**NOTE: Tentative CRT and CRT-Alt Testing Windows for 2012-13**

CRT: March 4 – March 26, 2013

CRT-Alt: February 19 – March 26, 2013

**This special edition of the 2010 January JUMP has important information that requires the immediate attention of System Test Coordinators.**

- Please share the AIM “Sort By” field reminder with your AIM specialists for the January 25 deadline.
- Please share the CRT-Alt registration information with your special education staff so that they can provide you information to register your enrolled CRT-Alt students who have not been registered. We have extended the deadline for registering currently enrolled students to Friday, January 27, 2012.



## "Sort By" Field in AIM

AIM Collections include a "Sort By" field. Schools have the option of entering additional sort criteria (i.e. teacher name or classroom number) if they want to receive student barcode labels and test scores organized by teacher name or classroom.

If you enter data in the "Sort By" field\* on the student's enrollment record in AIM:

- **During the January collection (deadline January 25)**
  - Barcode labels will be sent to schools sorted by school, grade level, "Sort By", then alphabetical by name.
  - **And** 2012 roster and other classroom reports posted on *MARS* will be sorted by the criteria in the "Sort By" field.
  - If this optional field is not completed during the January collection, the barcode labels will continue to be organized by school and grade, and in alphabetical order.
- **During the March program participation collection (Deadline March 23)**
  - 2012 roster and other classroom reports posted on *MARS* will be sorted by teacher/classroom.

**NOTE:** Teacher information is NOT collected at the time of testing, and class header sheets are NOT included with testing materials. For 2012 roster and other classroom reports to be sorted by teacher/classroom, the "sort by" field\* needs to be completed in either the January Assessment Registration Collection or the March Program Participation Collection.

### More Details on "Sort By" Field



- It is an optional field.
- Schools can enter whatever specific criteria they choose in this field.

This may include the specific homeroom or classroom number (i.e., "2A"), a specific teacher name (i.e., "Mrs. Smith" or "Julie Smith"), or other identification characteristics such as an instructional team name that designates how the test booklets should be grouped.

- Criteria entered for a specific class or group must match.
  - "Mrs. Smith" and "Mrs Smith" will sort differently (Please note in the example the first Mrs. Smith contains punctuation and will sort differently than the second Mrs Smith which does not contain punctuation.)
- Do not enter the grade level in the "Sort By" field. The booklets are already sorted by grade level.
- Please do not use commas in this field.

- The "Sort By" field is a part of the enrollment file upload (field 16). AIM Specialists may also enter data in the "Sort By" field through Direct Entry. The field is located in each student's enrollment record under the state reporting field window.
- System Test Coordinators should work with the AIM specialists to determine what type of criteria will be used and how to enter it in the "Sort By" field.
- Below is a snapshot of the student's enrollment record in AIM, with the "Sort By" field circled in red.

The screenshot displays the AIM system interface with the following sections and fields:

- Navigation Bar:** Summary, Enrollments, Programs, Assessment, Behavior, Records Transfer.
- Buttons:** Save, Delete, Print Enrollment History, New.
- State Reporting Fields:**
  - State Exclude: ☐
  - Serving District: [Dropdown]
  - Resident District: [Dropdown]
- Attendance and Enrollment Information:**
  - Fall Attendance Count:**
    - Fall Aggregate Hours of Inst.: F: 720 + hours [Dropdown]
    - Fall Absent: 0.000
    - Exclude Fall ANB - 10 Day Rule: ☐
  - Spring Attendance Count:**
    - Spring Aggregate Hours of Inst.: [Dropdown]
    - Spring Absent: 0.000
    - Exclude Spring ANB - 10 Day Rule: ☐
  - Test Window Attendance Count:**
    - Testing Aggregate Hours of Inst.: [Dropdown]
    - Testing Absent: 0.000
    - 10+ days unexcused absences 1st sem: ☐
    - 10+ days unexcused absences 2nd sem: ☐
- Title I Targeted Assistance Program:**
  - Title I: ☐
  - Title I Instructional Services:**
    - Reading Lang Arts: ☐
    - Math: ☐
    - Science: ☐
    - Social Sciences: ☐
    - Vocational/Career: ☐
    - Other: ☐
  - Title I Support Services:**
    - Health, Dental and Eye Care: ☐
    - Guidance/Advocacy: ☐
    - Other: ☐
  - Title I - Other:**
    - Title I Part A Neglected: ☐
    - Title I Part D Delinquent and served by: [Dropdown]
- Other Program Participation:**
  - Free/Reduced Meal: N: Not Eligible/Not Participating [Dropdown]
  - LEP: [Dropdown]
  - Primary Language: [Dropdown]
  - Language Of Impact: [Dropdown]
  - Receives Supplemental Educ Svcs (SES): ☐
  - Date 1st Identified as LEP: [Date Picker]
  - Date English Proficient: [Date Picker]
  - Migrant: ☐
  - Immigrant: ☐
  - 21st Century Participant: ☐
  - Foreign Exchange: ☐
  - Homeless: ☐
  - Homeless Night Time Residence: [Dropdown]
  - Section 504: ☐
  - Title III: ☐
  - Date Immigrant Entered US School: [Date Picker]
  - Gifted/Talented: ☐
  - McKinney-Vento: ☐
  - Unaccompanied Youth: ☐
- Optional:**
  - Sort By: [Text Field]
- CTE Concentrator:** [Dropdown]
- Special Ed Fields:**
  - Special Ed Status: N: No [Dropdown]

# CRT-Alternate Registration

**The registration deadline for enrolled students requiring the CRT-Alternate has been extended to Friday, January 27.**

- Please register students by calling or emailing Tim Greenlaw at Measured Progress.
  - If you email or leave a voice message, please do not include any information about the student. Instead provide your **school** number (no cell phones please) and some good times for him to call you.
  - When Tim calls you, please have the following information for him:
    - District, school, grade, state student ID, student name, System Test Coordinator name, and teacher name.
  - Please do not send any of this information by email or leave on voice mail.
  - The contact information for Tim is:
    - [greenlaw.timothy@measuredprogress.org](mailto:greenlaw.timothy@measuredprogress.org) or
    - 800-431-8901x2309
  - For students who enroll **after January 27**, please contact Alisia Landis or Judy Snow at OPI. Contact information is on the bottom of this page. All currently enrolled students must be registered by January 27.

## Testing Contractor Contact Information

### **The CRT and the CRT-Alternate – Measured Progress, Inc.**

Dan Verdick, Montana CRT Program Manager

[verdick.dan@measuredprogress.org](mailto:verdick.dan@measuredprogress.org) or 800-431-8901 x2220

Nancy Hebb, Montana CRT Program Assistant (slight last name change)

[hebb.nancy@measuredprogress.org](mailto:hebb.nancy@measuredprogress.org) or 888-792-2741

Tim Greenlaw, Montana CRT-Alternate Program Manager

[greenlaw.timothy@measuredprogress.org](mailto:greenlaw.timothy@measuredprogress.org) or

800-431-8901x2309

### **ACCESS and the W-APT, English Language Proficiency Assessments WIDA Consortium**

[help@wida.us](mailto:help@wida.us) or 1-866-276-7735

[Wida@metritech.com](mailto:Wida@metritech.com) or 1-800-747-4868

## **OPI Assessment Staff**

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Judy Snow, State Assessment Director

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